



SOUHEIL DIBA
(Born August 5, 1996)

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OBJECTIVE

Canadian-Lebanese, bilingual, passionate, experienced, and recent Hospitality and Tourism Management graduate looking to grow within an organization, conquer new challenges, and expand network, knowledge, and skillset.

QUALIFICATIONS & SKILLS

- Proficient in technology, EventPro, Sevenrooms, and Microsoft programs.
- Excellent written and verbal communication skills; bilingual – fluent in English and Arabic.
- Attentive to detail; Quick to adapt to new environments and learn new procedures.
- Demonstrated competence and poise in professional and social settings.
- Food Safety Certification – BASICS. *fst* B147288.
- Ontario Wine Knowledge Certification.

EDUCATION

TED ROGERS SCHOOL OF MANAGEMENT, RYERSON UNIVERSITY	Sept. 2014 – Apr. 2019
Bachelor of Commerce (Honours), Hospitality and Tourism Management (Minor: Professional Communication)	
UNIVERSITY OF TORONTO AT MISSISSAUGA	Sept. 2013 – Apr. 2014
General Business	
BRAEMAR COLLEGE TORONTO	Sept. 2012 – Jun. 2013
Ontario Secondary School Diploma (OSSD)	

EXPERIENCE

RU DINING AT RYERSON UNIVERSITY	Jan. 2018 – Apr. 2018
Server, Bartender, Busser, Host, Manager	Toronto, Ontario, Canada
<ul style="list-style-type: none">• Learned and applied restaurant operations concepts.• Performed opening and closing duties.• Provided guests with information about the menu.• Assisted bartenders and servers as needed.• Managed restaurant and oversaw all operations.	
DREAMMIND ENTERTAINMENT – ORCHID NIGHTCLUB	Sept. 2015 – Mar. 2016
Public Relations and Promotions – Part Time	Toronto, Ontario, Canada
<ul style="list-style-type: none">• Assisted in launching the venue and brand.• Planned and branded weekly events alongside.• Updated social media accounts about upcoming events daily.	
JUST ENTERTAINMENT	Sept. 2014 – Apr. 2019
Event Coordinator / Guest Relations Representative – Part Time	Toronto, Ontario, Canada
<ul style="list-style-type: none">• Planning and supervising different types of events with high success rates.• Inputting customer reservations on a weekly basis.• Responding to customer feedback and inquiries.• Reporting and resolving rising issues to maintain customer satisfaction.• Managing social media accounts to boost image and capture new clients.	
QUALYS	May 2014 – Jun. 2014
Intern	Redwood City, California, United States of America
<ul style="list-style-type: none">• Ensured data regarding inventory and shipping operations was up-to-date.• Assisted account managers in scheduling meetings and calls.• Maintained the front desk and reception area in a neat and organized fashion.	

VOLUNTEER EXPERIENCE

SCOTT MISSION / THE SALVATION ARMY	Jan. 2013 – Apr. 2013
Shelter Volunteer	Toronto, Ontario, Canada
<ul style="list-style-type: none">• Prepared dining hall and food stations.• Performed cleaning duties of the kitchen and dining hall.• Processed, organized, and distributed donations.	